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3 MAR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted] 25X1
Director of Information Services

SUBJECT: OIS Weekly Report (23 February - 1 March 1983)

Classification Review Division

The Division reviewed one OSS document (733 pages), 348 documents (976 pages) for NARS, five manuscripts (74 pages) for PRB, one DOD manuscript (two pages), one document (20 pages) for the Information and Privacy Divison, two documents (32 pages) for the Legislative Liaison Branch, 232 documents for OGC, and three miscellaneous documents (240 pages).

Chief, CRD and a Branch Chief met with NARS officials to discuss classification problems NARS is having with documents of interest to the Agency, but located in the files of other Departments. One instance involves a computer listing of documents found in Air Force files [redacted] Eight hundred and eighty of these documents were originated by CIA. Another instance involves inconsistency in the results of reviewing Department of State records [redacted] for 1950-54. This problem seems to be caused by the frequent change in State personnel. These items will be considered in depth and the response to NARS will be worked out through discussions with Records Management Division. During this same period, an effort will be made to consolidate the several classification review guidelines provided to NARS over the past several years. 25X1 25X1

Records Management Division

The revisions to the DA common items list have been completed and distributed to the RMOs to incorporate in their schedules. Decisions on the format for use in all Directorates, except the DO, have been made. Mr. Tagge of NARS is expected to begin reviewing the Agency's records schedules in April and probably will start with the common items. This was discussed with the Directorate RMOs at a meeting which was held on 2 March.

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A program has been written which will enable us to search the DARE master file for information that might be pertinent to the Westmoreland/ CBS case. It involves a series of keywords derived from the 232 documents submitted to the Agency by CBS and now being reviewed by the Classification Review Division.

* An RMD official conducted a one-day micrographics seminar for personnel with impaired hearing. Ten of the 20 hearing impaired persons in the Agency attended and proved to be an appreciative audience.

Regulations Control Division

RCD completed 50 major actions on regulatory issuances, including the processing and preparation of nine new and revised issuances and the publications of ten issuances.

Information and Privacy Division

A separate report is attached.

25X1

Attachment:
As stated

EXO/OIS (2 March 83) 25X1

Distribution:
Original & 2 - Addressee w/att
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